
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-241

ASSISTANT SPEECHWRITER/ACTION OFFICER

PROMOTABLE TSGT - MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 08 Dec 2010 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4year Statutory Tour at **NGB/CFX (Arlington, VA)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: Assistant speech writer for the Director/Deputy Director, ANG. Provides direct assistance to the Senior Speechwriter in support of the Director and Deputy Director of the Air National Guard, Special Assistants to the Director, the Air National Guard Readiness Center Commander, and the Command Chief of the Air National Guard, regarding time-sensitive communication, operational, and planning projects. Prepare speeches, congressional testimony, interview responses, and public statements for the Director and Deputy Director of the Air National Guard, Special Assistants to the Director, and the Air National Guard Readiness Center Commander. Develop briefings, correspondence, products, and other materials for Air National Guard senior leaders to communicate issues and concerns to the Air Staff, Office of Secretary of Defense Staff, Joint Chiefs of Staff, Congressional Delegations, Governors, and Adjutant Generals. Provides multi-media and presentation support during speaking events, in the local area as well as when traveling with the Director. Integrate DoD, Air Force, and National Guard strategic vision and plans into dynamic Air National Guard message. Assists in planning and organizing forums and products to inform and engage a national audience on Air National Guard issues and concerns. Interface with General Officers, senior ranking Civilians, senior field grade officers, and senior NCOs throughout the ANGRC, NGB Air Directorate, NGB, and HQ USAF. Creates and manages NGB/CF workflow and tasked actions. Produces correspondence, messages, and other written material in accordance with applicable administrative Air Force and NGB regulations. Prepares office correspondence from rough draft, notes, and oral instructions. Facilitates management, distribution, and assignment of taskings for the Director and Deputy Director of the Air National Guard, Special Assistants to the Director, and the Air National Guard Readiness Center Commander.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
